



**CITY OF FORT WORTH
TEMPORARY VALET PARKING PERMIT APPLICATION**

APPLICATION DATE _____

NAME OF APPLICANT _____

NAME OF BUSINESS CONTRACTING FOR VALET SERVICE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RESPONSIBLE OFFICIAL _____

CELL PHONE # _____ OFFICE PHONE # _____ FAX # _____

E-MAIL _____

VALET SERVICE PROVIDER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RESPONSIBLE OFFICIAL _____

CELL PHONE # _____ OFFICE PHONE # _____ FAX # _____

E-MAIL _____

CHECK ALL THAT APPLY:

☐ NUMBER OF SPACES NEEDED (MINIMUM OF TWO (2) SPACES REQUIRED) _____

VALET DATE: _____ TIME(S): _____

☐ VALET STAND (INDICATE LOCATION, SIDEWALK, ETC.) _____

☐ LOCATION OF OFF-STREET PARKING _____

		(ADDRESS)
		(LIMITS)
LOCATION OF VALET ZONE:		
_____	_____	_____
STREET	FROM	TO

**** LIST NAME OF CONTRACTED TOWING COMPANY AND NUMBER : _____**
(Refer to list of towing companies approved to perform non-consent tows in the city's right of way)

THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION:

- Signed application
- Copy of approval from property owner granting valet operation to use surface lot or garage for off-site parking
- Route & Site Plan (TRAFFIC CONES PLACEMENT)
- Certificate of insurance (\$ 1 million garage liability and \$1 million garage keepers) listing the city as an additional insured
- \$100 permit fee

Authorized Signature _____ Date _____

**TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
Ground Transportation Office
909 TAYLOR STREET
FORT WORTH, TX 76102
(817) 392-6987**

Office Use Only

Received _____ Approved _____ Permit # _____ Denied _____

VP32012



VALET PARKING ORDINANCE REQUIREMENTS

- Maintain a current copy of the **Street Use Permit** and **Route & Site Plan** at valet stand at all times during approved valet parking operational hours
- Stay within the approved valet parking hours and limits as defined on the permit (not allowed to use more space than approved on permit and site plan)
- Only allowed to contact designated and approved towing company (for non-consent tows) in accordance with the company phone number as posted on the regulatory valet parking signs installed for that specific valet location
- Capture the valet lane with traffic cones Do not exceed the time limit in the valet zone: **30** minutes for hotels and **5** minutes for all other operators
- Do not stage or park vehicles in the City's right-of-way
- Store vehicles in the designated and authorized "off-street" location
- Do not unreasonably interfere with pedestrian or vehicular traffic
- Do not endanger the safety of persons or property
- Do not obstruct a vehicle operator's ability to see any part of an intersecting road
- All valet operators maneuvering vehicles required to maintain a valid state driver's license and have on their person at all times
- Do not place more than **TWO** valet parking service stands on the public right-of-way (sidewalk)
- Comply with all other requirements and provisions as outlined in the Valet Parking Ordinance (No. 22224-05-2016)